

EDITED KSA LISTING

CLASS: PAROLE AGENT I

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

	Knowledge of:
K1	Basic knowledge of the needs, problems, attitudes, and behavioral patterns of culturally diverse individuals in the community to supervise parolees/releasees and promote their reintegration back into society.
K2	Knowledge of basic life skills, community programming, barriers affecting the physically, developmentally and mentally challenged in order to refer and supervise parolees/releasees and promote their reintegration back into society.
K3	Basic knowledge of the signs and symptoms of the parolee's/releasee's substance abuse/addiction/relapse in order to identify appropriate intervention and/or treatment/education modalities that may assist in their re-integration into society.
K4	Basic knowledge of interviewing techniques to obtain information from parolees/releasees, friends, family, outside agencies, etc., to gain knowledge that reveals if they are in compliance with conditions of parole.
K5	Basic knowledge of the philosophies, trends and policies used in case management to assist with the parolees/releasees reintegration into society and to promote public safety.
K6	Working knowledge of the methods and techniques used in the application of the philosophies, trends and policies for the supervision of parolees/releasees and their reintegration into society and to promote public safety.
K7	Basic knowledge of the criminal justice system as it applies to parolees/releasees supervision in order to comply with laws, regulations, policies, etc.
K8	Working knowledge of principles and methods of conducting investigations, searches and obtaining evidences to ensure parolees/releasees compliance with conditions of parole, laws, public/officer safety and for adjudication.
K9	Basic knowledge of due process as it applies to laws of arrest, rules of evidence, and BPT/court procedure to present evidence and provide testimony regarding parole/law violations.
K10	Working knowledge of employment/educational opportunities and resources in the area of supervision to assist parolees/releasees in their reintegration into the community.
K11	Working knowledge of a firearm(s) as it applies to its safe operation and manipulation for officer/public safety.

Bold text-indicates not on Classification Spec.

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K12	Working knowledge of the use and proper handling of safety equipment (e.g., soft body armor, chemical agents, mechanical restraints, hand held radio, etc.) to effect an arrest, search and for officer/public safety.
K13	Working knowledge of the P&CSD policies, regulations and laws as it applies to on/off duty usage/possession of a firearm(s) to be in compliance with policies, laws and regulations.
K14	Basic knowledge and awareness of the tools available (e.g., computer systems/programs, day planner, task list, etc.) to prioritize/organize and assist in the management of parolees/releasees caseload.
K15	Working knowledge of the proper use, handling and maintenance of state property/equipment (e.g., pagers, state vehicles, cellular phones, firearm(s), etc.) to comply with departmental policies.

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S1	Perform investigations to assess the parolee's/releasee's adjustment and to determine compliance with conditions of parole in order to protect the public and assist in the parolee's/releasee's reintegration into society.
S2	Clearly communicate information verbally on different levels (e.g., parolees/releasees, staff, law enforcement agencies, public, etc.) to exchange and relay information related to parolee/releasee population.
S3	Clearly document information on different levels for parolees/releasees, staff, law enforcement agencies, public, etc., to exchange and relay written information related to parolee/releasee population.
S4	Create and maintain effective working relationships with parolees/releasees, staff, law enforcement agencies, public, etc., to promote officer/public safety and assist in the parolee's/releasee's reintegration into society.
S5	Plan, organize, prioritize workload and maintain records to effectively manage parolee/releasee caseload (e.g., contact requirements, training, filing, meetings, etc.) to comply with mandated policies and timeframes.
S6	Use and operate computerized equipment to create documents, query, input, retrieve and update data base information to monitor, track and supervise parolee/releasee caseload.
S7	Safely and proficiently handle firearm(s) to comply with POST for officer/public safety.
S8	Analyze case factors/situations (e.g., ANT results, housing needs, level of supervision, danger to self and/or others, etc.) to accurately adopt an effective course of action (e.g., intervention, referrals, arrest, etc.) to manage/supervise a parolee/releasee caseload and to promote public safety.
S9	Provide counseling to parolee/releasee and collaterals for the purpose of providing alternatives, directions, support, etc., as it impacts the parolees/releasees reintegration into the community.
S10	Interpret/instruct/implement philosophies, trends and policies used in case management to assist with the parolees/releasees reintegration into society and to promote public safety.

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S11	Conduct investigations, searches and obtain evidence to ensure parolees/releasees compliance with conditions of parole, laws, public/officer safety and for adjudication.

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	Ability to:
A1	Be sensitive, understanding and relate well when dealing with the problems, attitudes and behavioral patterns of culturally diverse individuals within the community to effectively communicate with parolees/releasees and public.
A2	Understand and respond to verbal/written instructions to develop the necessary skills and knowledge to perform the duties of a Parole Agent.
A3	Show genuine interest, commitment to work with people, willingness to demonstrate respect and earn the confidence of others to effectively perform the duties of a Parole Agent.
A4	Remain standing for an extended period of time (e.g., in a work setting, PAST/Range qualifications, waiting for appointments, meetings, hearings, etc.) to perform required duties of a Parole Agent.
A5	Remain seated for an extended period of time (e.g., in a work setting, waiting for appointments, meetings, hearings, testifying, operating a vehicle, training, etc.) to perform required duties of a Parole Agent.
A6	Perform physical activities (e.g., bend, crouch, twist, kneel, crawl, climb, etc.) related to conducting searches, arresting, securing contraband, conducting home visits, accessing file cabinets, entering and exiting a vehicle, etc., necessary to perform required duties of a Parole Agent.
A7	Manipulate and operate equipment (e.g., firearm(s), cellular phones, hand-held radios, flashlights, computer equipment, mechanical restraints, etc.) to safely perform the required duties of a Parole Agent and comply with departmental policies and State/Federal laws.
A8	Effectively hear to detect and protect oneself and others from potential harm by detecting dangerous situations (i.e., cry for help, dog barking, destruction of evidence, gunshots, etc.) while performing required duties of a Parole Agent.

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A9	See at a vision 20/60 uncorrected, 20/20 corrected in each eye and distinguish colors in order to utilize weapons, detect and protect oneself and others, identify evidence, identify signs, etc., while performing required duties of a Parole Agent.
A10	Respond to a physically non-compliant parolee/releasee to defend, control and arrest (e.g., weapon retention, block punch/kick, grab, twist-lock, push, take down, restrain, etc.) while performing required duties of a Parole Agent, pursuant to departmental policies and laws.
A11	Forcibly enter structure/dwelling of parolee/releasee in response to imminent danger/situation (e.g., cry for help, threat of great bodily injury or death, destruction of evidence, etc.) pursuant to departmental policies and laws.

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	Special Personal Characteristic:
SPEC1	Willingness to work irregular hours based on operational needs (e.g., parolee/releasee home visits, emergencies, arrests, transports, electronic monitoring, emergency call out, etc.) to perform the required duties of a Parole Agent.
SPEC2	Emotional stability to provide structure, guidance, and counseling to a parolees/releasees in the course of performing the required duties of a Parole Agent.
SPEC3	Neat/Professional appearance (e.g., clean clothes, unstained clothing, clothing without tears/rips, clothing without profane wording/slogans, good personal hygiene, etc.) when representing the department and performing the duties as a Parole Agent.
SPEC4	Willingness to travel throughout the state based on operational needs (e.g., emergencies, arrests, transports, training, special assignment, etc.) to perform the required duties of a Parole Agent.
SPEC5	Willingness to perform under extreme stressful conditions/situations (e.g., high risk arrest, lethal use of force, exposure to human remains/bio-hazardous materials/contagious disease, clandestine drug arrest, etc.) to perform the required duties of a Parole Agent.
SPEC6	Willingness to be away from family for an extended period of time (10 weeks) to attend mandatory parole agent academy for training purposes as required by P&CSD, POST, and CPOST.